



CITY OF EASTVALE EMPLOYMENT OPPORTUNITY

Office Specialist

Salary range: \$33,187.22-\$44,474.05

Annually based on experience, with corresponding benefits.

ABOUT THE CITY

The City of Eastvale is a dynamic, growing community in Riverside County. The City is diverse in both its citizenry and its businesses. Eastvale's government is responsible for representing and protecting those interests, as well as maintaining the infrastructure and quality of life within the city. These tasks are centralized in Eastvale City Hall.

City Hall is a complex, fast-paced working environment. Employees of the City of Eastvale are expected to exercise professionalism and courtesy, and must work efficiently and in accordance to applicable laws, codes and regulations. Attention to detail is required.

Learn more about us by visiting www.eastvaleca.gov. Qualified candidates with a strong public service interest, are encouraged to apply.

THE POSITION

The Code Enforcement Department has an opportunity available for one (1) full-time/benefitted Office Specialist position. This is a FLSA non-exempt position that works under close to general supervision and reports directly to the City Manager's Department or designee to perform routine administrative duties for assigned department; to perform data entry and record keeping duties for assigned area of responsibility; to provide customer service and front counter support; and to perform other related duties as required. The Office Specialist is the entry/journey level class within the Office Specialist series and is expected to learn to perform the full range of assigned duties and responsibilities at the journey level. Incumbents within this classification initially perform routine and less complex administrative related responsibilities, however, steadily receive more complex duties as experience is gained. Employees in this class may often have contact with other City employees, businesses, and the public, and bring matters requiring resolution to a supervisor for assistance. Employees in this class normally work under close and continuous supervision performing repetitive or closely related duties according to established procedures. The typical work schedule is a 4/10 Plan, and the assigned work days may vary depending on the needs of the City, which at times may include evening and/or weekend work. Weekend work may also be required to assist with various City events. Regularly driving a City vehicle is required.

EXAMPLES OF ESSENTIAL DUTIES*

1. Assists in the performance of routine administrative and office support functions in support of assigned departmental operations.
2. Prepares memos, letters, and reports from specific instruction; performs data entry into various logs and spreadsheets.
3. Assists in processing and maintaining various files and records, as assigned.

4. Assists in assembling information from a variety of sources; makes routine arithmetic calculations; assists in maintaining data files in spreadsheet and database formats utilizing basic or beginner level skills; participates in the maintenance of department records.
5. Answers the telephone, and assists office visitors; provides a variety of routine information.
6. Inputs and maintains City documentation data into the City's electronic records management systems software including the City's Business Registration Program and Rental Registration Program.
7. Converts hard copy City documents into electronic files using the City's document imaging system.
8. Organizes and assigns electronic files and documents into the appropriate City database(s) using Adobe, Microsoft Word, and Microsoft Excel software at a beginner level of proficiency.
9. Assists in maintaining office filing and storage systems while ensuring the integrity and organization.
10. Maintains confidentiality of City documents.
11. Distributes/files incoming mail and other correspondence.
12. Performs errands that assist daily functions, such as trips to the Post Office or office supply stores.
13. Orders necessary office supplies for departments.
14. Assists staff with research, correspondence, faxes, and typing.
15. Cross-trains, and provides administrative support assistance in other functional areas as required based on work load and for coverage during staff absences.
16. Establishes positive working relationships with City staff and the general public.
17. Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner.
18. Performs other related duties as assigned.

** This description is representative of typical duties, and does not limit the assignment of other related duties and responsibilities to the position.*

EXPERIENCE, TRAINING, AND LICENSE

Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Qualifications:

Graduation from high school or satisfactory equivalent; completion of college level related courses or completion of a related college degree is highly desirable. One year of general clerical

experience; municipal experience is highly desirable.

License/Certificate:

Possession of a valid Class "C" California driver's license and a satisfactory driving record.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Modern office practices, equipment and procedures; business correspondence, filing systems, and standard office operations; statistical and record keeping methods; operations, procedures, policies, and precedents of the City; records management methods and practices; personal computer operation and related software applications including word processing, spreadsheet, database, and presentation software at a beginner level of proficiency; customer service and customer relations practices and principles; English usage, spelling, grammar, and punctuation; principles and practices of sound business communications; safe work methods and safety regulations.

Ability to:

Perform a variety of routine administrative support work with speed and accuracy; keyboard at a minimum speed of 50 words per minute; operate a variety of office equipment including computers and applicable software at a basic level; perform assigned duties within established guidelines; establish and maintain effective working relationships with all levels of management, employees, the public and others encountered in the course of work; understand and follow oral and written directions; work effectively with a small group or individually; provide excellent customer service; skillfully and safely operate a motor vehicle when required in the course of performing work duties.

SPECIAL REQUIREMENTS

Ability to attend special City events including weekends, evenings and holidays, as required.

Ability to attend night meetings and work extended hours, as needed and/or required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, the employee is constantly required to sit and frequently stand, walk, talk and hear, both in person and by telephone; use hands or fingers to handle, touch, or operate standard office equipment; and reach with hands and arms. The employee occasionally reaches for item above or below desk level, and lifts and carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Travel by vehicle while conducting City business.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; exercise sound judgment in the absence of specific guidelines; establish priorities and work on multiple assignments and projects concurrently; meet intense and changing deadlines given continual interruptions; and interact appropriately with staff, management, City officials, Boards, Commissions, contractors, consultants and others encountered in the course of work.

WORKING CONDITIONS

The employee typically works in an office environment. Non-traditional work hours may be required in order to accommodate the City's needs including attendance at City Council meetings, special City events, and other related matters. These hours may include, but are not limited to: weekends, evenings and holidays. Occasional driving is required to attend special meetings at various City facilities, training sites, and public and private events.

FLSA STATUS

This is a Non-Exempt classification.

SELECTION PROCESS

Stage 1 - The first stage in the selection process will consist of a review of each applicant's employment application, resume and cover letter. Applications that are incomplete and/or that do not meet the minimum combination of education and experience will not be given further consideration.

Stage 2 – The second stage in the selection process will consist of review by subject matter experts who will evaluate and rate the candidates' applications and resumes in order to determine those that most closely demonstrate the knowledge, skills and abilities listed in the qualifications section of this announcement. Successful candidates who most closely meet the defined criteria will be invited to participate in the next stage.

Stage 3 – The third stage will consist of interviews with a panel of subject matter experts, where candidates will be evaluated and rated on responses to pre-defined questions. Candidates may also participate in a skills-based performance test. Candidates must achieve a passing score to be placed on the eligible list for employment consideration.

Stage 4 – The fourth stage will consist of an interview with the City Manager or City Managers designee. Finalists will then move into background and reference checking.

The City of Eastvale reserves the right to modify the selection process as necessary to conform to administrative or business necessity.

GENERAL INFORMATION

Background/Reference Check/Physical Exam: City employment is contingent upon satisfactory completion of a reference check, criminal background investigation, including fingerprinting, and a post-offer (City paid) physical examination (including drug/alcohol testing).

Immigration and Reform Control Act: In compliance with the Immigration and Reform Control Act of 1986, the City of Eastvale will only hire individuals who are legally authorized to work in the United States. Candidates who are offered employment must provide proof of identity as required by the I-9 form and instructions.

Equal Opportunity Employer: The City of Eastvale is an Equal Opportunity Employer. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (cancer and genetic characteristics), genetic information, or denial of medical and family care leave, or any other non- job-related factor.

Reasonable Accommodation: In compliance with local, state and federal laws and regulations, the City of Eastvale is committed to making reasonable accommodations in the examination process and in the work environment. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process must make a request no later than the final filing date for receipt of applications. Such requests should be addressed to Human Resources at the City of Eastvale, 12363 Limonite, Suite 910, Eastvale, CA 91752, or call (951) 361-0900.

BENEFITS

- CalPERS Retirement Plan – The City participates in the California Public Employees' Retirement System 2% @ 60 for classic members (2% @ 62 for new members). The employee pays their respective PERS retirement contribution (7% for classic members, 6.25% for new members).
- Cafeteria Benefit Package – City offers a \$1,600/month cafeteria benefit that can be used to purchase medical, dental, and vision premiums, and health and dependent flexible spending programs. Employees have the option to cash-out up to \$800.00 not used in their monthly cafeteria benefit.
- Deferred Compensation Plan – 457 Deferred Compensation Plan is available to employees through CalPERS.
- Insurance Programs – Additional supplemental insurance programs are available to employees through American Fidelity Assurance Company (i.e. Life, Disability, Accident, and Cancer insurance coverage).
- Work Schedule – City offers employees a “4/10” work schedule. City Hall is closed every Friday.
- Life Insurance – Full time employees receive \$50,000 worth of life insurance at the expense of the City.
- Vacation Accrual – Employees accrue 3.08 hours of vacation per pay period.
- Sick Leave Accrual – Employees accrue 3.46 hours of sick time per pay period.
- Holidays – 11 paid holidays per year.
- Floating Holiday – Employees receive one floating holiday each calendar year.
- Holiday Savings Club – Employees have the option to participate in the Holiday Savings Club which deducts a desired amount from each check and provides a payout during the holiday season.

HOW TO APPLY

A City Employment Application must be completed and submitted along with the supplemental questionnaire, a resume, cover letter, and references. The City's Employment Application is available on the City's website at <http://www.eastvaleca.gov/city-hall/employment>.

Completed City Employment Applications may be submitted to the City of Eastvale at 12363 Limonite, Suite 910, Eastvale, CA 91752 or via email hr@eastvaleca.gov and must be received no later than **5:00 PM Thursday, August 9, 2018**. No late applications will be considered.

For specific questions regarding this position, contact Human Resources at (951) 361-0900, or email hr@eastvaleca.gov.

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in the announcement may be modified or revoked without notice.